GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Commercial Taxes Department – Human Resources - Transfers and posting of Employees – Lifting Ban on Transfers –Guidelines/ Instructions – Orders – issued.

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REVENUE (COMMERCIAL TAXES-I) DEPARTMENT

G.O.Ms.No.518 Dated: 08.07.2022.

Read the following:

1. G.O.Ms.No.45, Finance (HR. I-PLG & policy) Dept, Dt. 24.06.2019.
2. G.O.Ms.No.59, Finance (HR. I-PLG & policy) Dept, Dt. 04.07.2019.
3. G.O.Ms.No.116 Finance (HR. I-PLG & policy) Dept, Dt. 07.06.2022.
4. Department re -structuring GO.Ms.No.419 Revenue (CT.I) Dept., dt.01.06.2022.
5. Letter from the CCST in ref No. REV03-17025(31)/4/2022-D SEC-CCT Dt.08.06.2022.
6. G.O Ms. No.122 Finance (HR. I-PLG & policy) Dept, Dt 16-06-2022.
7. G.O.Ms.No.474, Rev. (CT-I) Dept., dated 27.06.2022.
8. G.O.Ms.No.502 Revenue (CT-I) Department dated 01-07-2022.
9. G.O.Ms.No.503 Revenue (CT-I) Department dated 01-07-2022.
10. G.O.Ms.No.504 Revenue (CT-I) Department dated 01-07-2022.
11. G.O.Ms.No.505 Revenue (CT-I) Department dated 01-07-2022.
12. From the CCST email received on 07.07.2022.

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ORDER:

In the G.O's 1st and 2nd read above, orders have been issued imposing a ban on transfer of all Government employees in the state.

2. In pursuance of the orders issued in the G.O. 3rd and 6th read above relaxing the ban on transfers and in supersession of the orders issued in the reference 7th read above, in the circumstances reported by the Chief Commissioner of State Tax, Andhra Pradesh. Vijayawada in his reference 12th read above, Government hereby issue the following guidelines for General Transfers for Commercial Taxes Department for the year 2022.

I. General guidelines:

1. The existing ban on transfers of employees of Commercial Taxes Department is hereby lifted from 8th June to 15th July 2022.
2. These guidelines apply to all the Gazetted and Non-Gazetted Officers of the Commercial taxes Department of all cadres.
3. Service tenure will be counted based on period worked at a duty station as on date of G.O in reference 3rd read above i.e., on 07.06.2022
4. All the Gazetted Officers and Non-Gazetted officers who completed two years of continuous service in the present post or five years of continuous service in a duty station shall be

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mandatorily transferred. However, if the officers work less than 2 years in the present post and less than 5 years in the present station will not be normally transferred except for administrative reasons.

5. In case of all the Gazetted and Non-Gazetted officers who are on deputation/on duty (to work in places other than the original place of posting), their service tenure would be counted from the date of joining in the original place of posting for the purpose of current transfers.
6. Request transfers may be considered for Gazetted and Non-Gazetted officers who have not completed two years of service in the present post or five years of service in the present station. However, such transfers shall be limited, based on the exception and not as a rule, and shall not constitute more than 5 percent of the employees in any working cadre and subject to fulfillment of one or more of the following conditions and sequence of order of priority is as mentioned below (provided necessary documentation is submitted).

    a) Employees having mentally challenged children seeking transfer to a place where specific medical facilities are available.
    b) Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Open Heart Operation, Neurosurgery, Kidney Transplantation for seeking transfer to places where such facilities available.
    c) Employees with disabilities of 40% or more as certified by a competent authority as per "persons with disabilities".
    d) Widow employees appointed on Compassionate appointment.
    e) Husband and wife cases (only one of the spouses shall be shifted following the prescribed procedure) once the facility is utilized, the next request can be made only after six years for Gazetted Officer and eight years for Non-Gazetted officer.

7. While considering the request transfers based on above conditions as per para 6, preference shall be given to the employee with the longest tenure at a present post/duty station, seniority in the cadre.

8. <u>Service tenure:</u>

a. Service tenure in all cadres at a duty station shall be counted for calculating the period of stay. Duty station means place (City/Town/Village) of actual working and not office or institution. The transfers in a particular duty station shall be effected based on the longest tenure in duty station worked in all cadres put together.
b. Officers and staff can be posted to Head office/ Regional Office and transferred from Head office/ Regional Office as per administrative considerations and transfers will be taken up by the competent authority.

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9. However, in certain Divisions/Nodal divisions/Districts where there is difficulty in getting matching number of vacancies in a duty station to effect transfers, in those cases transfers will be effected between different divisions in places namely Guntur, Vijayawada and Visakhapatnam. While in other cases transfers shall be effected based on the longest tenure in duty station worked in all cadres put together.
10. The Government will effect transfers of Deputy Commissioners (ST) and above cadres based on the performance parameters. For Assistant Commissioner and Deputy Assistant Commissioner cadres transfers shall be effected by the CCST based on performance parameters.
11. For other cadres i.e. GSTO and below cadres transfers shall be done through counseling by the respective committees. The parameters to be followed in the sequential order of priority for these cadres are:
    i. Employee having longest tenure in the present station from which he is being transferred.
    ii. Employee's Departmental seniority i.e., length of the service in the Department.
    iii. Age of the Employee.
12. (a) The list of the Assistant Commissioners (ST) coming under the purview of the transfers will be published.
    (b) The list of vacancies arising in respect of para (a) above will also be published along with the list of existing clear vacancies.
    (c) All the Assistant Commissioners (ST) coming under para(a) above and those coming under para 6 will be allowed to opt for three stations of their choice, other than the immediately preceding two stations worked in any cadre.

    The choice of the officers will be considered only to the extent possible, after accounting for their respective performance parameters and also administrative considerations if any.
13. (a) The list of the Deputy Assistant Commissioners (ST) and below cadres coming under the purview of the transfers will be published.
    (b) The list of vacancies arising in respect of para (a) above will also be published along with the list of existing clear vacancies.
    (c) All the Deputy Assistant Commissioners (ST) and below cadres coming under para (a) above and those coming under para 6 will be allowed to opt for three stations of their choice in their Zone/Nodal Division /District as the case may be other than the immediately preceding two stations worked in any cadre.

    The choice of the officers/Staff will be considered only to the extent possible.
14. Officers/Staff shall invariably be transferred from their existing duty station on promotion unless no such posts exist at a different station.

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15. The Government will effect transfers of Deputy Commissioners (ST) and above cadre and the Chief Commissioner (ST) shall effect transfers of Assistant Commissioners (ACs) Deputy Assistant Commissioner (Dy. ACs).
16. The Joint Commissioner (ST) of nodal division shall effect transfers of Goods and Service Tax Officers (GSTOs) and Assistant Executive Officer (AEO) working within the nodal division and the decision of transfers/postings will be taken by the Committee consisting of the Joint Commissioners(ST) of the divisions and the Joint Commissioner (ST)(Appeals) within the nodal division.
17. The Joint Commissioner (ST) of Vijayawada-I Division will effect transfers of Executive Tax Assistant (ETA) working in NTR and Krishna districts after consultations with Joint Commissioner (ST), Vijayawada-II division. The Joint Commissioner of Guntur-I division will effect transfers of Executive Tax Assistant (ETA) working in Guntur district after consultations with Joint Commissioner (ST) Guntur-II division. The Joint Commissioners (ST) of other divisions will effect transfers of Junior Assistants within the respective districts.
18. The Gazetted and Non-Gazetted Officers, who are retiring on or before 31-05-2024 shall not be transferred except in the public interest or on request of the Gazetted officer or Non-Gazetted officer irrespective of the period of working in a duty station.
19. The standing instructions on the transfers of Gazetted officers issued vide G.O.Ms.No.116, GAD (Services-A) department Dt.21st February 1990 and G.O.Ms.No.157 GAD (Services -A) Department Dt.19-03-2008 will be apply. The Native District/ revenue division will be determined by the entry in the Service Register of the employee.
20. The standing instructions on the transfers of Office bearers of recognized employees' Unions/Associations issued in and Circular Memo No.GAD01-SW0SERA/27/2019-SW, G.A.(Services Welfare) Department, dated.15-06-2022 will apply.
21. The request of the employees having any charges/ACB/Vigilance cases pending against him/her shall not be considered for transfer. The authority shall indicate the fact clearly against the name of the employee if there is any request for transfer.
22. The visually challenged Gazetted and Non-Gazetted Officers are exempted from transfers except when they make any specific request for transfer. As far as possible, these categories of employees preferably to be posted at a station/ place of their choice subject to availability of a clear vacancy.
23. Further, the employees who were provisionally allocated through "Orders to Serve" in the restructured District/Division offices during the recent District restructuring may also be considered for transfers and postings, only where there is a dire need, subject to providing of substitution invariably.
24. All transfers effected, where officers/staff indicated preference for stations shall be treated as request transfers for the purpose to sanction of TTA and other transfer benefits.

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25. For effecting transfers and postings of employees belonging to Zonal/Nodal Division/District cadres, the erstwhile Zonal/Nodal Division/District shall only be considered respectively as the Units, in accordance with the cadres localized under the presidential order.
26. Any Gazetted/Non-Gazetted officer can be transferred from any post/station irrespective of tenure on administrative grounds as per annual confidential reports of the controlling officers. In such cases the individual can be transferred to any post /station and there will not be any counseling/options to any Gazetted/Non-Gazetted officers.

II.Procedure for Transfers:

1 (a) The following tasks for the transfers will all be done online.

i. Submission of transfer application (mandatory candidates **as well as requests).**
ii. Publication of vacancies (existing and arising).
iii. Publication of list of employees on mandatory transfer as per the tenures prescribed in guidelines.
iv. Publication of merit list based on performance and station seniority.

(b) All employees who completed tenure as per guidelines i.e., on the mandatory transfer list and those who are eligible for request transfers should submit their application through online informing 3 choice stations where they would like to be posted apart from basic information as in the application. After submitting online application, applicant should download the PDF format of application and submit the signed copy to the respective controlling officer who would forward it to the designated authority if himself/herself is not such designated authority for effecting the transfers.

(c) All the appointing authorities shall publish the list of vacancies. (List of vacancies should include clear vacancies and arising vacancies).

(d) The employees should indicate maximum three (3) choices of stations as defined above. In case of non-submission of choices of stations, then posting will be allocated based on the availability of vacancies.

(e) The application received from the applicants is scrutinized by the respective committees to validate the details.

2. Based on the applications received, online report will be made available to all the applicants as well as appointing authorities/controlling authorities in departmental officers back office.
3. During the counseling the order of preference will be as under:
   a. Visually challenged.
   b. Employees having mentally challenged children, Medical grounds for the diseases (self or family members), having disabilities, etc., seeking transfer to a place where specific

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medical facilities are available. Production of relevant certificate is mandatory.

c. Office bearers of recognized employee service association.
d. General category.
e. If there are more than one applicant who opted for the same station then, the sequential order of priority would be as follows:
    i. Employee having longest tenure in the present station from which he is being transferred.
    ii. Employee's Departmental seniority i.e., length of the service in the Department.
    iii. Age of the Employee.

4. The Chief Commissioner of State Tax will constitute committees at different levels for effecting transfers of all cadres from Assistant Commissioner and downwards.
5. The Chief Commissioner of State Tax shall ensure that the entire process of transfers is completed by 15.07.2022.
6. The ban on transfers shall come into force with effect from 16th July 2022.
7. All the deputations/on duty postings issued earlier are deemed to be cancelled from the date of transfer proceedings issued by the competent authorities.
8. Any deviations from the above guidelines will be viewed seriously and the concerned transferring authority will be held responsible for such deviations.

3. The Chief Commissioner of State Tax, Andhra Pradesh, Vijayawada shall take further necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N GULZAR
SECRETARY TO GOVERNMENT (CT) FINANCE

To
The Chief Commissioner of State Tax, Andhra Pradesh, Vijayawada.
The Director, Treasuries and Accounts, A.P., Ibrahimpatnam.
The Pay and Accounts Officer, Andhra Pradesh, Ibrahimpatnam.
All District Treasury Offices in the State.
Copy to:
OSD to Hon'ble Minister (CT)
PS to Secretary to Government (CT) Finance.

// FORWARDED :: BY ORDER //

SECTION OFFICER